Tutorial Letter 101/3/2025

Name of module

LCP4801

Semesters 1 and 2

Name of Department

Public, Constitutional and International Law

This tutorial letter contains important information about your module.

BARCODE

CONTENTS

Page

1 INTRODUCTION 4

2 PURPOSE AND OUTCOMES 5

2.1 Purpose 5

2.2 Outcomes 5

3 CURRICULUM TRANSFORMATION 7

4 CONTACTING THE UNIVERSITY 7

4.1 Lecturer(s) 8

The lecturers responsible for this module are: 8

4.2 College of Law Information Centre 8

4.3 University 9

5 RESOURCES 10

5.1 Prescribed book(s) 10

5.2 Recommended book(s) 10

5.3 Electronic reserves (e-reserves) 10

5.4 Library services and resources 11

6 STUDENT SUPPORT SERVICES 12

6.1 The Unisa First-Year Experience Programme 13

6.2 Using Recognition of Prior Learning (RPL) to apply for module credit within a qualification. 13

6.3 Companies falsely advertising Unisa services 14

7 STUDY PLAN 15

8 PRACTICAL WORK 17

9 ASSESSMENT 17

9.1 Assessment criteria 17

9.2 Assessment plan 18

9.3 Types of assignments and descriptions 19

9.4 Submission of assessments 19

9.4.1 Submission of a quiz 20

9.4.2 Submission of a written assessment 20

9.5 The examination 20

9.5.1 Invigilation/proctoring 20

10 ACADEMIC DISHONESTY 21
10.1 Plagiarism 21
10.2 Cheating 21
10.3 For more information about plagiarism, follow the link below: 22
11 STUDENTS LIVING WITH DISABILITIES 22
12 DISPUTE RESOLUTION 22
12.1 Academic matters 22
12.2 Administrative matters 23
13 FREQUENTLY ASKED QUESTIONS 23
14 IN CLOSING 23

1 INTRODUCTION

Dear Student

Unisa is a comprehensive open distance e-learning (CODeL) higher education institution. Our comprehensive curricula encapsulate a range of offerings, from strictly vocational to strictly academic certificates, diplomas and degrees. Unisa's "openness" and its distance eLearning character result in many students who may not previously have had an opportunity to enrol in higher education registering at the University. Our CODeL character implies that our programmes are carefully planned and structured to ensure success for students, ranging from the under-prepared but with potential to those who are sufficiently prepared.

Teaching and learning in a CODeL context involves multiple modes of delivery, ranging from blended to fully online learning. As a default position, all post-graduate programmes are offered fully online with no printed study materials, while undergraduate programmes are offered using a blended mode of delivery where printed study materials are augmented with online teaching and learning via the learner management system, myUnisa. In some instances, undergraduate programmes are offered fully online as well.

Furthermore, our programmes are aligned with the vision, mission and values of the University. Unisa's commitment to serving humanity and shaping futures – combined with a clear appreciation of our location on the African continent – means that Unisa's graduates have distinctive graduate qualities, which include:

- being independent, resilient, responsible and caring citizens able to fulfil and serve in multiple roles in their immediate and future local, national and global communities
- having a critical understanding of their location on the African continent and taking account of its histories, challenges and potential in relation to globally diverse contexts
- the ability to critically analyse and evaluate the credibility and usefulness of information and data from multiple sources in a globalised world with ever-increasing information and data flows and competing worldviews
- how to apply their discipline-specific knowledges competently, ethically and creatively to solve real-life problems
- an awareness of their own learning and developmental needs and future potential

This is a blended module.

Whether a module is offered either as blended (meaning that we use a combination of printed and online material to engage with you) or online (all information is available via the internet), we use myUnisa as our virtual campus. The myUnisa virtual campus offers students access to the **myModules site**, where learning material is available online and where assessments should be completed. Together, myUnisa and myModules form an online system that is used to administer, document, and deliver educational material to students and support engagement

between those students and Unisa's academics. The myUnisa platform can be accessed via https://my.unisa.ac.za. Click on the myModules 2025 button to access the online sites for the modules that you are registered for. The University undertakes to communicate clearly and as frequently as is necessary to ensure that you obtain the greatest benefit from your use of the myModules learning management system. Please access the Announcements on your myModules site regularly, as this is where your lecturer will post important information to be shared with you

You are encouraged to log into the module site on myUnisa regularly (that is, at least **twice** per week).

We wish you every success with your studies!

2 PURPOSE AND OUTCOMES

2.1 Purpose

The purpose of this module is to equip you with advanced knowledge, skills and attitudes to analyse and solve problems relating to international law. Upon completing this module, you should be able to demonstrate a clear understanding of the history and theoretical framework of international law, the most pressing and prevalent issues regarding the general principles of international law, including the place and role of international law within the South African legal system, as provided for in the Constitution, 1996. You will also be able to use appropriate methods, skills, and research to apply the principles relating to international law in a variety of contexts, which are typical of the demands set for students at the fourth year level of the LLB degree.

2.2 Outcomes

A range of tasks in study guides or tutorial letters, assignments, and examination will show us whether you have achieved the outcomes.

Outcome 1

Analyse the role of international law in current South African Law and everyday life.

Assessment criteria:

- Legal problems and issues relating to international law are identified in real or simulated fact scenarios.
- Daily occurrences regarding international law are interpreted and synthesised.

Outcome 2

Interpret the history of international law, including the contribution of Africa, as well as the theoretical framework, and the most pressing and prevalent issues regarding international law.
Range statement

Use a variety of legal documents (case law, scholarly writings, legislation, treaties, conventions and other international documents, which the student will have to select from the prescribed material) relating to international law. Where feasible and necessary, the student will be required to conduct library and internet searches.

- The historical roots and development of international law are explained with regard to the existing legal position.
- The contribution of Africa and the global south to the development of international law.
- Problems and issues relating to international law are solved in real or simulated fact scenarios.
- Substantiated legal arguments, opinions, and solutions are presented, based on research.
- The relevance and applicability of various legal sources and authorities in respect of identified problems relating to international law are critically evaluated.
- Different points of view in respect of international law are critically evaluated.
- Areas in need of legal development or reform are recognised.
- Language consistent with the conventions in the discipline of law is used.

Outcome 3

Apply the principles regarding international law in practical situations and solve multi-dimensional legal problems associated with international law.

Assessment criteria:

- Practical problems from case law and everyday examples are solved using appropriate research methods and applying the principles and rules relating to international law.
- Responsible and expert advice on an appropriate course of action is given in respect of issues relating to international law.
- The relevance and applicability of various legal sources and authorities are analysed and critically evaluated in terms of identified problems relating to international law.
- The most appropriate and authoritative legal materials are selected to solve identified problems relating to international law.
- Substantiated responses are provided, based on an acquired knowledge of the law.

- Responsible and expert legal advice is provided on an appropriate course of action.

Outcome 4

Conduct research in order to construct legal arguments to answer multidimensional legal problems associated with international law.

Range statement:

Use a variety of legal documents (case law, scholarly writings, legislation, treaties, conventions and other international documents, which the student will have to select from the prescribed material) relating to international law. Where feasible and necessary, the student will be required to conduct library and internet searches.

Assessment criteria:

- Basic literature research is conducted.
- Source material is found to suit the needs of the particular area of research.
- Authorities are used appropriately to substantiate arguments and support solutions for problems relating to international law.
- Legal sources are used critically and analytically within a contextual framework.
- Responsible and ethical behaviour is demonstrated in research and scholarly work.

3 CURRICULUM TRANSFORMATION

Unisa has implemented a transformation charter that places curriculum transformation high on the teaching and learning agenda. Curriculum transformation includes student-centred scholarship, the pedagogical renewal of teaching and assessment practices, the scholarship of teaching and learning, and the infusion of African epistemologies and philosophies. All of these are being phased in at both programme and module levels. As a result of this, you will notice a marked change in the teaching and learning strategy implemented by Unisa, together with the way in which the content is conceptualised in your modules. We encourage you to embrace these changes during your studies at Unisa, responsively and within the framework of transformation.

4 CONTACTING THE UNIVERSITY

To assist Unisa to safeguard your personal information, please ensure that you only use your myLife e-mail account when communicating with the university. **We will not be responding to any emails sent from private email addresses.**

By using your myLife e-mail account, the university has a reasonable assurance that we are communicating with you, as your e-mail address contains your student number and you use your login credentials to access the account.

Unisa may only communicate with a student using a **private e-mail address** under the following circumstances:

- **New applicants** who are **enquiring about information** for the purpose of applying for admission.
- **New applicants** who **do not yet have a myLife e-mail account**, because they have been admitted but not yet registered.
- Where a **student requires assistance in resolving myLife e-mail account access problems**.

Please be aware that any personal information you publish on public platforms, such as social media platforms, Telegram and WhatsApp groups, are not covered by the provisions of Protection of Personal Information Act 4 of 2013. Any personal information published in the public domain is not considered private and can, therefore be accessed by external parties with access to such platforms.

4.1 Lecturer(s)

The lecturers responsible for this module are:

Name:	Dr SY Ntola
Building and office number:	Cas van Vuuren, 7-92
Email address:	ntolasy@unisa.ac.za
Telephone number:	012 429 2855

4.2 College of Law Information Centre

For college-specific queries, please e-mail lawdeanery@unisa.ac.za or CLAWinquiries@unisa.ac.za. The college can also be contacted by phoning 012 429 4718/4860/6166/3253/4428.

Please send all e-mails from your myLife e-mail account. If you send an e-mail directly to a Unisa e-mail address, include your student number in the subject line to ensure that your e-mail is correctly routed to an adviser for processing.

4.3 University

To contact the university, please dial 080 000 1870. Remember to keep your student number at hand when contacting the university. The Unisa Student Communication Service Centre will be open **weekdays from 08:00 – 16:00 (South African Standard Time).**

Please send all e-mails from your myLife e-mail account. If you send an e-mail directly to a Unisa e-mail address, include your student number in the subject line to ensure that your e-mail is correctly routed to an adviser for processing.

Please check the list carefully and send an enquiry to one e-mail address only. This will ensure that there is no confusion as to who must respond, thereby preventing unnecessary delays in the response or the e-mail being portrayed as spam. **Students should only forward enquiries to the Registrar and Deputy Registrar in instances where those enquiries could not be resolved at other levels.**

The contact information below should assist with the resolution of any administrative query. For example, if you are enrolled with the College of Law and have a query about your admission to a qualification, please contact jus@unisa.ac.za.

The types of queries listed below should not be directed to the college BUT to the relevant department listed below.

TYPE OF QUERY	E-MAIL ADDRESS	TELEPHONE NUMBER
ICT		
myUnisa	myUnisaHelp@unisa.ac.za	012 429 3111 (Option 2)
myLife	myLifeHelp@unisa.ac.za	012 429 3111 (Option 2)
STUDENT ADMISSIONS AND REGISTRATIONS		
General applications and registration queries	study-info@unisa.ac.za	
College of Law	jus@unisa.ac.za	
International students	international@unisa.ac.za	
Exemptions	adhoccredits@unisa.ac.za	
Access and matriculation exemption	ame@unisa.ac.za	
Re-admissions	study-info@unisa.ac.za	
STUDENT ASSESSMENT ADMINISTRATION		

Exam admission	examadmission@unisa.ac.za	012 429 8641
International students	examinternational@unisa.ac.za	+ 27 12 429 2268
Remarks	remark@unisa.ac.za	012 429 8641
Purchase of an exam script	purchasescript@unisa.ac.za	012 429 8641
FINANCE		
Student account enquiries	finan@unisa.ac.za	012 429 2441/4299
STUDENT FUNDING		
General student funding enquiries	letsomp@unisa.ac.za	012 441 5600
STUDY MATERIAL		
Despatch enquiries	despatch@unisa.ac.za	
Exam arrangements for students with disabilities	examdisabled@unisa.ac.za	012 429 8641
General assignment enquiries	assign@unisa.ac.za	
General exam queries	exams@unisa.ac.za	012 429 8641
Aegrotat exams	aegrotats@unisa.ac.za	012 429 8641

Contact addresses of the various administrative departments appear on the Unisa website: http://www.unisa.ac.za/sites/corporate/default/Contact-us/Student-enquiries

Please include your student number in all correspondence.

5 RESOURCES

5.1 Prescribed book(s)

H Strydom et al *International Law* 3rd (Oxford, 2025)

5.2 Recommended book(s)

There are no recommended books for this module.

5.3 Electronic reserves (e-reserves)

Below you will find a list of the electronic reserves, available on the UNISA library website. Further reserves will be communicated via MyUnisa.

- Vienna Convention on the Law of Treaties, 1969
- Charter of the United Nations, 1945
- Constitutive Act of the African Union, 2000
- What is TWAIL? / M. Mutua. American Society of International Law Proceedings 94 (2000), pp. 31-38
- Africa and the Development of International Law / T. Elias (Leiden: A. W. Sijthoff, 1972) pp. 3-33
- Peace and Palaver International Relations in Pre-colonial West Africa / R. Smith. Journal of African History XIV (1973), pp. 599-621
- Some Thoughts on Centring Pan-African Epistemic in the Teaching of Public International Law in African Universities / B. Fagbayibo. International Community Law Review 21 (2019) 170-189
- The forgotten continent? A South African Perspective on the Development of African International Legal Thought / A Dube & L Mhlongo, in R Schafer and A Peters Politics and the Histories of International Law: The Quest for Knowledge and Justice (Brill: Berlin, 2021) 266-294

5.4 Library services and resources

The Unisa Library offers a range of information services and resources and has made numerous library guides available at http://libguides.unisa.ac.za

Recommended guides:

- For brief information on the library, go to https://www.unisa.ac.za/library/libatglance
- For more detailed library information, go to http://www.unisa.ac.za/sites/corporate/default/Library
- For Frequently Asked Questions, go to https://www.unisa.ac.za/sites/corporate/default/Library/Frequently-Asked-Questions
- For research support and services such as the Personal Librarian service and the Information Search Librarian's Literature Search Request (on your research topic) service, go to http://www.unisa.ac.za/sites/corporate/default/Library/Library-services/Research-support
- For library training for undergraduate students, go to https://www.unisa.ac.za/sites/corporate/default/Library/Library-services/Training
- For Lending Services, go to https://www.unisa.ac.za/sites/corporate/default/Library/Library-services/Lending-services
- For Services for Postgraduate students, go to https://www.unisa.ac.za/sites/corporate/default/Library/Services-for-Postgraduates
- For Support and Services for students with disabilities, go to https://www.unisa.ac.za/sites/corporate/default/Library/Services-for-students-with-special-needs
- For Library Technology Support, go to https://libguides.unisa.ac.za/techsupport
- For information on finding and using library resources and tools, go to http://libguides.unisa.ac.za/Research_skills
- For an A–Z list of library databases, go to https://libguides.unisa.ac.za/az.php

Important contact information:

- Technical problems encountered in accessing library online services: Lib-help@unisa.ac.za
- General library-related queries: Library-enquiries@unisa.ac.za
- Queries related to library fines and payments: Library-fines@unisa.ac.za
- Interlibrary loan service for postgraduate students: libr-ill@unisa.ac.za
- Literature Search Service: Lib-search@unisa.ac.za
- Social media channels: Facebook: UnisaLibrary and X Twitter: @UnisaLibrary

To view the Library orientation video – please click here : Unisa Library and Information Services Video_1_1 (2).mp4

6 STUDENT SUPPORT SERVICES

The *Study @ Unisa* brochure is available on myUnisa at www.unisa.ac.za/brochures/studies

This brochure contains important information and guidelines for successful studies through Unisa.

If you need assistance concerning the myModules system, you are welcome to use the following contact details:

- Toll-free landline: 0800 00 1870 (Select option 07 for myModules)
- E-mail: mymodule22@unisa.ac.za or myUnisaHelp@unisa.ac.za

You can access and view short videos on topics such as how to view your calendar, how to access module content, how to view announcements for modules, how to submit assessments and how to participate in forum activities by visiting https://dtls-qa.unisa.ac.za/course/view.php?id=32130

Registered Unisa students receive a free myLife e-mail account. Important information, notices and updates are sent exclusively to this account.

Please claim your e-mail account immediately after registering at Unisa by following this link: https://www.unisa.ac.za/static/myunisa/Content/Announcements/Documents/Claim-myUnisa-myLife-Nov-2017.pdf Note that it can take up to 24 hours for your account to be activated after you have claimed it.

Your myLife account is the **only** e-mail account recognised by Unisa for official correspondence between you and the University and it will remain your official primary e-mail address on record at Unisa.

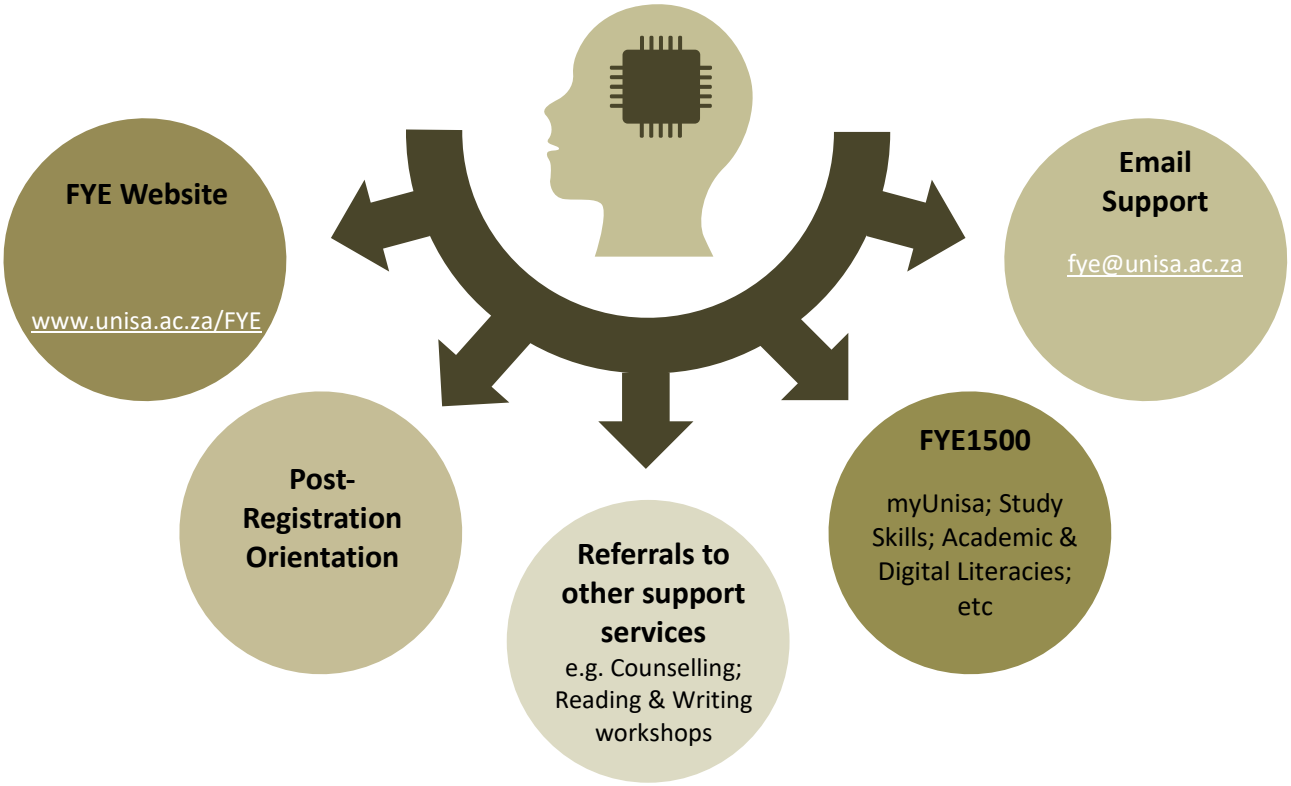
You remain responsible for the management of this e-mail account.

6.1 The Unisa First-Year Experience Programme

Many students find the transition from school education to tertiary education stressful and this is often true for students enrolling at Unisa for the first time. Unisa is a dedicated open distance and e-learning institution and is very different from face-to-face/contact institutions. It is a mega university and all its programmes are offered through either blended learning or fully online learning. For these reasons, we offer first-time students additional/extended support to help them navigate the Unisa teaching and learning journey seamlessly and with little difficulty and few barriers.

Unisa's First-Year Experience (FYE) Programme has been specially designed to provide you with prompt and helpful information about the services that the institution offers.

The following FYE services are currently available:

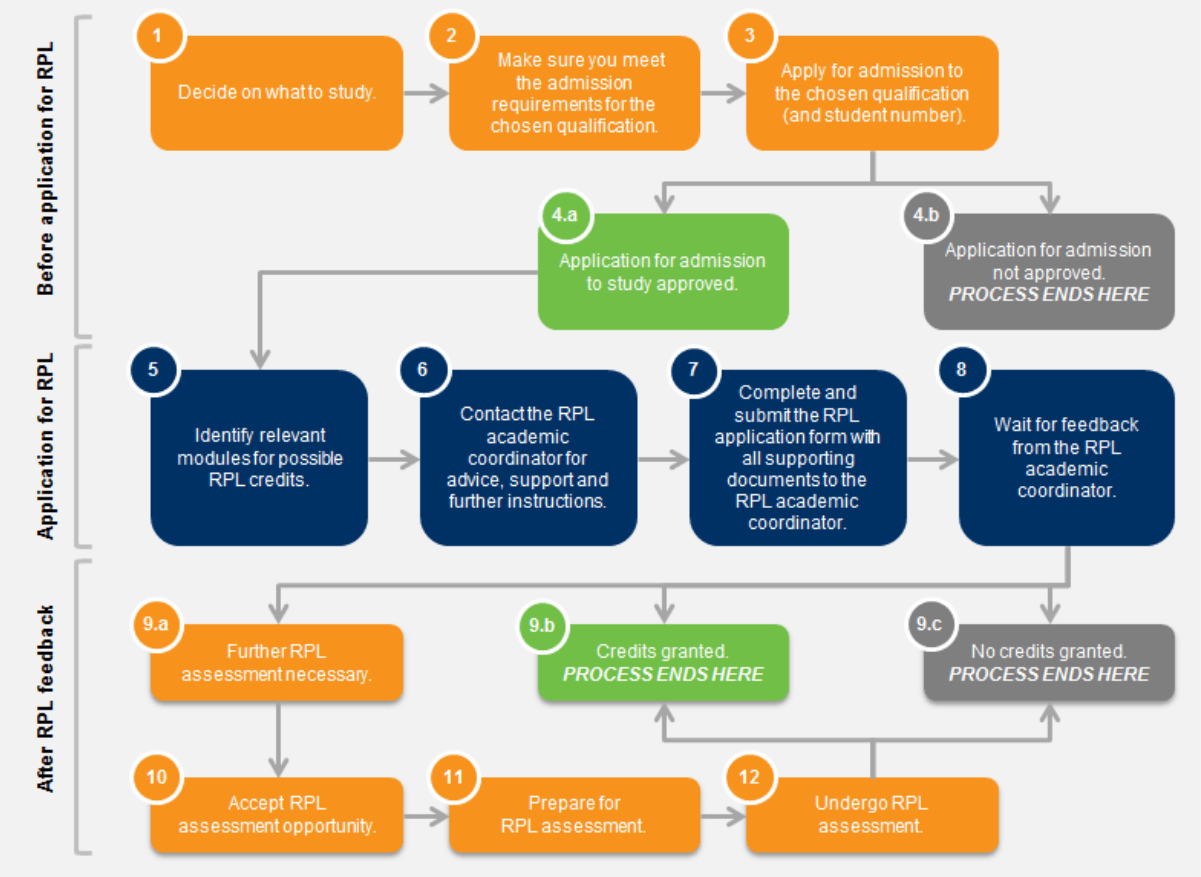


To ensure that you do not miss out on important academic and support communication from the SRU, please check your myLife inbox regularly.

6.2 Using Recognition of Prior Learning (RPL) to apply for module credit within a qualification.

Now that you are a registered student, you are advised to familiarise yourself with the learning outcomes of the module or modules you have chosen. If you have been exposed to those learning outcomes for

three years or more – either through work experience or other involvement – you can apply to be exempted from completing assignments and writing examinations. As part of your application for this exemption, you will be required to compile a portfolio of evidence substantiating how your experience is equivalent to the learning outcomes. The diagram below shows the steps involved in obtaining recognition of prior learning (RPL) for module credit. For more information on the process, RPL fees, and the contact details of your college RPL coordinator, visit the Unisa website: www.unisa.ac.za/rpl



6.3 Companies falsely advertising Unisa services

Some companies and social media pages have been falsely advertising Unisa online information and various services to assist Unisa students. In the process, companies either solicit money fraudulently from students, or make money through online advertising with no benefit to students.

These companies are in no way associated or related to Unisa.

We request that students only use official Unisa sites and platforms as any other platforms will provide you with incorrect information and/or act illegally, which will be harmful to your studies.

Unisa will always use official communication channels (e.g. Unisa website, myUnisa,

Unisa social media platforms, myLife e-mail) to communicate with students.

Please use the following Unisa platforms for official Unisa information:

- www.unisa.ac.za
- https://my.unisa.ac.za
- https://www.facebook.com/UniversityOfSouthAfrica
- https://twitter.com/unisa
- https://www.linkedin.com/company/unisa

Please note that **WhatsApp or Telegram are not official Unisa communication platforms** and the information published on such platforms is not quality assured by Unisa. However, **some lecturers** may use these platforms as additional communication channels **and will specifically inform you of this on myUnisa.**

7 STUDY PLAN

Brief note on the importance of international law LCP4801 is an introductory course to the study of the legal framework within which states interact with one another. However, the legal rules created by states are often translated into provisions of municipal law, which affect us as individuals. Our every-day lives are shaped by legal rules which initially originated as rules of international law: extradition of alleged criminals, the question of which state has jurisdiction to prosecute, the extent of immunity enjoyed by diplomatic officers, or head of state, the question of whether one may sue a state in a domestic court over a contractual dispute (to name a few) are all issues that you will probably have to face at some stage during your career. It is therefore essential that you have knowledge of the most important principles of international law, as well as a thorough understanding of how international law ‘fits in’ with our own, South African law. In addition, you cannot ignore the reality of globalization, as well as the newly established status of South Africa within the international community. All these are some of the factors which render LCP4801 a course of fundamental importance.

In this module, we will discuss the following:

- The nature, meaning and principles of international law
- The history of international law and Africa's contribution to its development
- Sources of international law
- The individual in international law
- The relationship between international law and national law
- The practical application of international law within both the international and the South African contexts

- State succession
- International legal personality and territory
- Recognition
- State liability
- Enforcement of international law
- Jurisdiction of states and exceptions to jurisdiction.

Structure of this course

This content of the module is divided into six learning units, as follows:

- Learning unit 1 “Defining epochs”
- Learning unit 2 “Statehood and recognition”
- Learning unit 3 “International law making as an attribute of state sovereignty”
- Learning unit 4 “The fundamental principles of the international legal order”
- Learning unit 5 “Maintaining international peace and security: the enforcement of international law”
- Learning unit 6 “Jurisdiction of States”

Approaching your study material:

As we have already mentioned, the study material for this course consists of a study guide, a textbook and further tutorial letters. Please note that all of these components are prescribed – you must study all of them in conjunction with one another.

The study guide serves as a ‘wrap-around’ the prescribed textbook. It was written to ease your interaction with the textbook and not to replace it.

True to its name, it guides you through the various topics and it should serve as your starting point. The study guide explains – simply and accessibly – the gist of the prescribed chapter(s) from the textbook. However, the information in the study guide must be studied in conjunction with the corresponding textbook chapter(s). Each learning unit will specify which pages, or chapters, of Strydom’s textbook you must study. However, under some topics you may be given specific instructions to study sources over and above the prescribed textbook.

These additional sources are clearly indicated as being compulsory. They will be made available for you and you will be able to obtain them from the UNISA library site.

The importance of the activities contained in the study guide

This is a final-year course. Emphasis is therefore placed on your ability to think critically and to solve problem-type questions, similar to the kind of questions which would one day be posed to you by your clients. It is therefore imperative that you do these activities: not just for the sake of passing the examination, but also because you need to prepare yourself for a successful professional life.

The study guide therefore contains a number of activities. You must complete them after you have worked through the information in the textbook, study guide and other tutorial letters. It is crucial that you do these exercises, because they help you assess whether you have remembered and understood the information you have studied and whether you are sufficiently conversant with the subject matter so that you are able to apply the law to a practical problem and solve it.

Guidance on the activities is contained in the study guide. It is, however, of the utmost importance that you attempt to answer them yourselves before reading our feedback. You must compare your own answers with those provided in our feedback, and if there are discrepancies, or if you are for any reason uncertain about any of the study material – contact us immediately.

Additional tutorial letters

We have already mentioned a number of times that you will receive additional tutorial letters throughout the semester. They will contain feedback on the assignments you submitted, as well as comments on past exam questions. We will also include more information relevant to the upcoming examination. The tutorial letters could, if necessary, contain new information, which would keep you up-to-date with current developments.

All tutorial letters form part of your prescribed (compulsory) study material and must be approached as such.

8 PRACTICAL WORK

There is no practical work for this module.

9 ASSESSMENT

9.1 Assessment criteria

Your answers will be assessed on content, structure, language, and overall presentation. For general information and requirements as far as assignments are concerned, see the brochure Study @ Unisa, which you received with your study material. In preparing your assignment, you must take note of the information below:

a) The School of Law uses OSCOLA style of referencing (you can download it from google). The method of referencing set out below is applicable to ALL documents produced for research work in the School of Law. Deviation from this is only allowed in exceptional circumstances and

then the deviation must be consistent throughout the document. OSCOLA will also be uploaded on Myunisa under 'Additional Resources'.

b) The School of Law does not use the Harvard method of referencing where the source is given in the text, such as (Harrison 2004:360). This is because references are usually long and would interrupt the argument.

c) All references must be in footnotes and not in endnotes.

d) A footnote is always followed by a full stop.

e) When citing your sources in footnotes, provide the full reference to the source the first time you refer to that source (write in brackets the short version you are going to use in thereafter) and then only use the shortened version in the rest of the work

f) Whichever method you use, your work must be supplied with a bibliography in which you give both the shortened and the complete reference to the sources you cited.

g) Plagiarism is not allowed (see point 11 below).

9.2 Assessment plan

You must log into the module site on myUnisa in order to access the following:

- the due dates for assignments
- the actual assignments that must be completed
- how to submit your assignments
- the weighting of the different assessments
- admission to the exam
- the examination.

Please start working on your assessments as soon as you register for the module.

Kindly note that:

- To complete this module, you will be required to submit TWO assessments.
- All information about when and where to submit your assessments will be made available to you via the myModules site for your module.
- Due dates for assessments, as well as the actual assessments are available on the myModules site for this module.
- To gain admission to the examination, you will be required to submit TWO assignment/s.
- The assignment weighting for the module is 20%.
- You will receive examination information via the myModules sites. Please watch out for announcements on how examinations for the modules for which you are registered will be conducted.

- The examination will count 80% towards the final module mark.

9.3 Types of assignments and descriptions

All assignments are defined as either optional, mandatory, or elective.

Elective assignments
The student is given a choice of which assignments within an identified group to submit and only the best result/s, the number of which is specified in advance, will contribute towards the year mark.

Elective assignments must be grouped into an elective group.
For the student to select which assignment to submit, the elective assignments must be grouped together. For such an elective group, relevant information (such as how many of the assignments must be submitted and how many of the assignment marks should be combined into the year mark) will be supplied to you.
The selection criteria define how marks received for assignments in an elective group are to be combined into the year mark. Three different criteria may be used for calculating the year mark:

- The best mark should be used, or
- If the student submits fewer than the required number of assignments per group, or no assignment in a group, a mark of 0% will be used.
- 0% is awarded to all non-submitted or unmarked assessments. A best mark is then calculated from all the qualifying items submitted.

Mandatory assessments/assignments
Mandatory assessments/assignments contribute to the year mark.
If a student fails to submit a mandatory assignment, no mark is awarded and the year mark is calculated accordingly. The student will therefore forfeit the marks attached to such an assignment when the final mark for the module is calculated.

Optional assessments assignments
You are encouraged, as a student, to do optional assessments/assignments in order to benefit your learning.

9.4 Submission of assessments

When you access your myModules site for the module/s you are registered for, you will see a welcome message posted by your lecturer. Below the welcome message you will see the assessment shells for the assessments that you need to complete. Some assessments may be multiple choice, some tests, others written assessments, some forum discussions, and so on. All assessments must be completed on the assessment shells available on the respective module platforms. **You may not email your assessment to your lecturer.**

9.4.1 Submission of a quiz

To complete quiz assessments, please log on to the module site where you need to complete the assessment. Click on the relevant assessment shell (Assessment 1, Assessment 2, etc.). There will be a date on which the assessment will open for you. When the assessment is open, access the quiz online and complete it within the time available to you. Quiz assessment questions are not included in this tutorial letter (Tutorial Letter 101) and are only made available online. You must therefore access the quiz online and complete it online where the quiz has been created.

It is not advisable to use a cell phone to complete the quiz. **Please use a desktop computer, tablet or laptop when completing the quiz.** Students who use a cell phone find it difficult to navigate the **Online Assessment** tool on the small screen and often struggle to navigate between questions and successfully complete the quizzes. In addition, cell phones are more vulnerable to dropped internet connections than other devices. **If at all possible, please do not use a cell phone for this assessment type**.

9.4.2 Submission of a written assessment

For written assessments, please note the due date by which the assessment must be submitted. Ensure that you follow the guidelines given by your lecturer to complete the assessment. Click on the submission button on the relevant assessment shell on myModules. You will then be able to upload your written assessment on the myModules site of the modules that you are registered for. Before you finalise the upload, double check that you have selected the correct file for upload. Remember, no marks can be allocated for incorrectly submitted assessments.

9.5 The examination

Examination information and details on the format of the examination will be made available to you online via the myUnisa site. Look out for information that will be shared with you by your lecturer and e-tutors (where relevant), as well as for communication from the University.

9.5.1 Invigilation/proctoring

Since 2020, Unisa has conducted all its assessments online. Given the stringent requirements imposed by professional bodies, as well as increased solicitation of Unisa's students by third parties to unlawfully assist them with the completion of assignments and examinations, the University is obliged to assure the integrity of its assessment integrity by using various proctoring tools: Turnitin, Moodle Proctoring, the Invigilator App and IRIS. These tools authenticate the student's identity and flag suspicious behaviour to assure the credibility of their responses during assessments. The description below is for your benefit as you may encounter any or all of these in your registered modules:

Turnitin is plagiarism software that facilitates checks for originality in students' submissions against internal and external sources. Turnitin assists in identifying academic fraud, the use of AI

and ghostwriting. Students are expected to submit **typed** responses when using the Turnitin software.

The **Moodle Proctoring tool** is facial recognition software that authenticates students' identities during their Quiz assessments. This tool requires access to a student's **mobile or laptop camera**. Students must ensure that their cameras are activated in their browser settings prior to starting their assessments.

The Invigilator is a mobile application-based service that verifies the identity of an assessment participant. The Invigilator app detects student dishonesty-by-proxy and ensures that the assessment participant is the student registered for the module concerned. This invigilation tool requires students to download the app from the Google Play Store (Android devices), the Huawei AppGallery (Huawei devices) or the Apple App Store (Apple devices) on their **camera-enabled** mobile devices prior to their assessment.

The **IRIS Invigilation** software verifies the identity of a student during assessment and provides for both manual and automated facial verification. It can record and review a student's assessment session and it flags suspicious behaviour by the student for review by an academic administrator. The IRIS software requires installation on students' **webcam-enabled laptop devices**. **IRIS is not used for modules offered by the College of Law.**

Students who are identified and flagged for suspicious or dishonest behaviour arising from the invigilation and proctoring reports will be referred to the disciplinary office for formal proceedings.

Please note:

Students must refer to their module assessment information on their myModule sites to determine which proctoring or invigilation tool will be used for their formative and summative assessments.

10 ACADEMIC DISHONESTY

10.1 Plagiarism

Plagiarism is the act of taking the words, ideas and thoughts of others and presenting them as your own. It is a form of theft. Plagiarism includes the following forms of academic dishonesty:

- Copying and pasting from any source without acknowledging that source.
- Not including references or deliberately inserting incorrect bibliographic information.
- Paraphrasing without acknowledging the source of the information.

10.2 Cheating

Cheating includes, but is not limited to, the following:

- Completing assessments on behalf of another student, copying the work of another student during an assessment, or allowing another student to copy your work.

- Using social media (e.g. WhatsApp, Telegram) or other platforms to disseminate assessment information.
- Submitting corrupt or irrelevant files. (This matter is addressed in the examination guidelines.)
- Buying completed answers from so-called “tutors” or internet sites (contract cheating).

10.3 For more information about plagiarism, follow the link below:

https://www.unisa.ac.za/sites/myunisa/default/Study-@-Unisa/Student-values-and-rules

11 STUDENTS LIVING WITH DISABILITIES

The Advocacy and Resource Centre for Students with Disabilities (ARCSWiD) provides an opportunity for staff to interact with first-time and returning students with disabilities. For information about the services that ARCSWiD offers, please click on the following link: Support for students with disabilities (unisa.ac.za) and for general enquiries, email Arcswid@unisa.ac.za.

If you are a student with a disability and would like or need **additional time for assessments**, you are invited to contact the university by sending an email to examdisabled@unisa.ac.za, so that you can be assisted. In your email include the name of the module(s) that you are currently registered for.

If you are a student with a disability and would like **additional academic support**, you are invited to (include the name and email address of the module leader) to discuss the assistance that you need.

12 DISPUTE RESOLUTION

12.1 Academic matters

All module **content-related enquiries** must first be addressed to the relevant module lecturers. As already indicated above, all such enquiries must be made from your mylife@unisa.ac.za email account. Where your module lecturer(s) is unable to assist, such enquiries can be escalated to the Chair of the Department in which your module is located. The Chair of the Department is the one with the power to resolve issues, is authorised to make such interventions, and has the final say in matters relating to the administration of a module. Such escalation must be done via the departmental administrative staff.

Contact information for all the departmental administrative staff in the department is captured below.

Name	**Email address**
Dr Ndlazi	ndlazs@unisa.ac.za

12.2 Administrative matters

The contact information for all administrative departments is included under item 4.4 of this Tutorial Letter. Please address any administrative issues (for example, registration issues, finance-related issues, graduation issues, auditing of a qualification, etc) with the relevant support department and not the college.

13 FREQUENTLY ASKED QUESTIONS

Question: I have not submitted my assignment on time. How do I go about requesting an extension?

Answer: Please send an email to assign@unisa.ac.za – **NOT** the module leader. Include the reason for the failure to submit as well as all supporting documentation (for example, a letter from your employer indicating that you were on official duties or a medical certificate attesting to your incapacity, etc.). Please send your email **PRIOR** to the assignment's submission date.

Question: I have not studied for the exam. Can you give me some "tips" or the "scope" about what to concentrate on and what to leave out?

Answer: We do not give "tips" or "scope". We inform you clearly at the beginning of each study unit in the study guide, which study material to study and which parts of the study material you may omit. We include activities and self-test questions. We emphasise the importance of studying the cases.

Question: Where do I find previous question papers?

Answer: Since COVID, question papers used in prior exams are no longer published on the module sites.

Question: Where can I find the exam timetable?

Answer: Your **preliminary** examination timetable is published approximately two weeks before the official start of the exam. You will receive it via email. Please note that the dates on your preliminary examination timetable are subject to change.

Your **final** examination timetable will be emailed to you once the admissions programme runs. You must plan according to the dates published in your 'final' examination timetable.

14 IN CLOSING

All the best for this academic year.

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